



THIS WEEK'S TOP 3

These are the things that must absolutely happen this week - the things that have deadlines, or that are going to turn the dials of your business. Use your list to help you decide what needs doing this week

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Now, circle the most important of the three that you are going to work on first

Ask yourself:

1. **PRIORITIZE** Is there anything on this list that is not only urgent, but that also you have been avoiding doing? These tasks quietly drain your energy all the time you are not doing them and can bring blockages elsewhere in life. Notice how you feel after completing one of these tasks.
2. **ELIMINATE** Is there anything on this list that is there because you think you should do it, but that deep down you know you are not going to get round to? Be brave and cross it off this list. You can make a separate wish list if you can't quite bring yourself to let it go completely.
3. **DELEGATE** Ok, so sometimes this is not an option, but spending hours doing things that require expertise that you don't have is a false economy. Get help.

What if you have more than three things to get done this week? That's ok. Line up the first three things, complete them, then come back and assess what you need to do next.

